

**Minutes from a Meeting of the Concordia Council on Student Life
Held on April 7th 2006
SGW Campus H 769 10:00 am**

PRESENT: Mr. Keith Pruden, Chair, Ms. Beverley Morris, Secretary, Ms. H. Ayouby, Ms. D. Caputo, Mr. R. Côté, Mr. W. Curran, Ms. M. Drew, Dr. S. M. Graub, Ms. K. Hedrich, Ms. I. Lacelle, Ms. L. Lipscombe, Mr. R. Lobo, Ms. C. Marshall, Mr. O. Moran, Ms. I. Mort, Ms. B. Mugenyi, Ms. C. Reimer, Mr. S. Rosenshein, Mr. P. Schiefke, Ms. C. Shaffer, Ms. K. Sheahan, Ms. L. Stanbra, Ms. B. St- Laurent

ABSENT WITH REGRETS: Ms. J. De Cubellis , Dr. M. Mulrennan, Dr F. Shaver

ABSENT: Ms. C. Boujaklian, Mr. J. Lachance , Ms. L. Toscano

GUESTS: Ms. A. Ghadban

1. APPROVAL OF AGENDA

One item was added to the agenda as Item 5.1 Library Update.

A motion to approve the amended agenda was made by Ms. Mort and seconded by Mr. Rosenshein.

The motion was carried unanimously

2. REMARKS FROM THE CHAIR

The Chair remarked that the main purpose of the meeting was to briefly discuss the Student Services budget as the details of how the budget was derived had been discussed at the previous meeting.

3. APPROVAL OF MINUTES FROM THE MEETING OF MARCH 3rd, 2006

Mr. Curran requested that Item 4.4 be changed from “full report on the Library Survey” to “an update of the Library Survey”.

For the Easter holidays the library will be closed on April 14, 16 & 17, should be changed to “the library is open for study on Friday April 14th, between 10 am & 6:00 pm, the library is open with service on Saturday April 15th, the library is closed on Sunday April 16th and re-opens for study on Monday, April 17th”.

A motion to approving the amended minute was made by Ms. Shaffer and seconded by Ms. Marshall

The motion was carried unanimously.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Campus Wellness Initiative

Mr. Moran remarked that the group has decided on a vision of a health enhancing culture and environment and a healthy Concordia. They have defined health as a way of doing, being and thinking that encourages and supports the setting and achievement of goals. Mr. Moran reiterated the mission and stated that the group's goal is to start up programs as described in the documentation previously distributed to Council. The group would appreciate Council's feedback on their mission and vision. Also, Council's support would be important for policies (for example the Drug & Alcohol Task Force and changes to the Alcohol policy). The first task would be to compile all the University's health resources as a Website. There would be a list of all resources, by department and by topics, and an events calendar. They would ideally like to have something for September 2007. There would also be a small printed booklet that could be picked up at CSU or Health Services.

4.2 Drug and Alcohol Task Force

The Chair remarked that the task force has not been properly constituted in the past two to three years, and as such the goal for the next academic year is to set up the task force at the start of the fall semester as student representation is required (CSU & GSA). The Alcohol policy is outdated and faulty and so the mandate of the task force would be to update the policy. The chair requested that the CSU & GSA reps bring this message to their new executive so that they are aware that student representation is required for the task force.

5. REPORTS AND ITEMS OF INFORMATION

5.1 Library Survey

Mr. Curran updated Council on the Lib Qual survey stating that there was a 15 % rate of response. A full report will be ready at a later date as the data is being analyzed.

The University Library Committee made a proposal to Senate to convert 20 vacant offices on the 5th floor of the Library into seminar rooms for September 2006. The Library requires the entire 5th floor for its space needs, however it is unlikely that the 5th floor will be available for September 2006. These seminar rooms would alleviate some of the congestion of the Library's fourth floor.

Council is encouraged to peruse the online tutorial available through the library's website called Info Research 101. College and Research Library Instructional Material Online International have recognized the tutorial as an exceptional online tutorial amongst academic libraries. It is a very helpful tool for students and the recent international recognition is pleasing.

The Library acquisition budget will be getting an infusion of money. It is not clear if this is for one time only or if it goes into the Library's base budget. The Library is processing

orders for the collection as quickly as possible and hopes the collection will be more interesting for the fall. The Library also hopes that the base budget will be improved for the new fiscal year.

There is an article in *Bibliophile*, entitled “Why does the library not have the journal/book/video I need?”. Council is encouraged to read the article as it explains the problems of the acquisition budget for the library.

A preliminary result of the LibQual survey shows one area among many where the collection is lacking: videos and films. Acquiring a video for an academic Library involves the purchase of the video as well as the purchase of the performance rights for the video. This is a very costly endeavor for the video & film section of the Library. The Chair asked how the space problem affects the Library’s acquisitions over and above the issue of cost.

Mr. Curran explained that there are two elements to the space issue: The lack of space for students and the lack of space for the collection. The problem is mainly at the Webster Library and it is the lack of space for students that is most critical. Perhaps the availability of seminar space will improve this situation.

The lack of space for the collection is a different problem. The collections are growing physically (books & journals) and space is needed for workstations, and seminar rooms for discussions. If the 5th floor becomes available for the Webster Library, this would meet the space requirements the next 12 to 15 years. Collections would be transferred from Vanier to Webster. If the Department of Education moves to Loyola, a large Library collection would move as well. This would make the two collections at Loyola and Webster more equitable. Space calculations need to absolutely include space for workstations. It would be erroneous not to calculate space for workstations when looking at space issues at the Library. The calculation of space for workstations is very different from the other space calculations as the space is not used in the same way as shelving of books etc. Mr. Curran asked for Council’s support if the issue of seminar rooms goes to Senate. The Chair indicated that Council would support the Library’s proposal to Senate.

5.2 Student Services Budget

Mr. Côté commented that the background information presented on the budgets could be used for both the Student Services and the Recreation & Athletics budget. Council is seeking approval of these budgets for the next three years. The contextual background of the budget as given at the last meeting was reiterated. Mr. Côté added that there is a forecast of growth in enrolments at the University. From a budgeting perspective enrolments are expressed as FTEs because the fees received are FTE based. Those elements have all been clarified and are reflected in the proposals that were distributed to Council. Several CCSL members took the invitation extended to them to meet with Student Services and go over the budget. There have been a number of these exchanges over the course of the past month. Mr. Côté expressed appreciation for members who participated stating that it was helpful for Students Services and hopefully informative for members.

Student Services is trying to contain costs as much as possible over the next three years. The proposed fee increase reflects what is believed to be the absolute requirements to continue to operate and provide quality services to students. One point six million of the two million dollar increase for Student Services (including Dean of Students and Multifaith Chaplaincy) is attributable to the new collective bargaining labor relations framework. This amount (1.6 million) is the operating cost of services as they are today. Student Services recognizes that there are some high need areas that require attention therefore an increase is proposed for the following units: International Student Office and Financial Aid & Awards Office. There has been tremendous growth in the number of International Students in the last while. This growth continues but the resources in that area do not reflect the growth. As such, Student Services proposes an increase of two individuals to provide direct support to students in the ISO. In addition, there is significant demand in the Financial Aid & Awards Office to support students who are seeking financial assistance. Therefore the addition of one administrative support person and two individuals to assist with direct advising of students is being proposed. These substantial adjustments make up the majority of the difference in the personnel side of the budget.

On the non-salary side of the budget there are a number of areas that have been compressed and this is reflected in the budget. There are adjustments to better support students at Loyola and these require upgrades to the facilities at Loyola. Discussions over the last while have identified the need for better student bus shelters at Loyola, and increased lounge space at Loyola. These are part of the proposed fee increases reflected in these proposals. The student fees have not increased in nine years and Student Services wanted to contain the fee. Given the new labor context however, it is impossible to continue without a modification to the fee.

There is a detailed report outlining the proposed increase to the student services fee of \$3.03 for next year. The projected fee increase is from \$ 6.90 per credit to \$ 9.93. The report breaks down and rationalizes the increase by major components of the operating budget. The \$3.03 increase does not remain the same each year because Student Services is catching up to the massive labor adjustment. In future years there will be a considerably smaller adjustment to the fee. The fee is also intended to keep up with the projected salary adjustments in years two and three of the operating budgets. Also included in the budget is an adjustment to the FTE. Where FTEs are estimated to grow from 23, 967 as they are today, to 24, 200 in year one of the budget. Furthermore, FTEs are expected to increase to 24, 450 in year two and to 24, 700 by year three. This is factored in the revenues listed in the budget. In addition there are government grant revenues that are given to the University specifically for Student Services, of which Recreation and Athletics receives a portion. A forecast of the grant is not possible as it has fluctuated over the years. The grant is established by the government and has been steady over the past years, we are hopeful that it will remain the same or increase in the next few years. However, it would not be prudent to forecast an increase on government grants that are unpredictable. It is safer to maintain the grants at their current level, as they have been the same in the past three years (at \$62. 84 per FTE). This is the framework for the Student Services budget.

Mr. Côté added that 2005/06 projected year-end budget shows a deficit of \$ 421, 000, which is attributable to the cost of the labor increases. That is going to be absorbed by University resources outside the Student Services sector. It has to be reflected in the budget but it is not going to be charged to the Student Services budget.

Council discussed the question of what would occur in the event the government grants are increased. Mr. Côté indicated that should this occur Council would decide what to do with the issue at that time. If there is need to make adjustments because of additional revenues or loss of revenues in the event of a decrease to the grants or a decrease in enrolments, CCSL would treat both matters in the same manner. Council would look at the capability of compressing expenses – as was done in fact this year with labor settlements for which there were no provisions. Council discussed the fact that not all bargaining units have finalized agreements with the University and it was noted that this has been factored into the budget as expenses.

Ms. Sheahan informed Council that the structure of the Recreation and Athletics budget is the same as it is for the Student Services budget in relation to labor environment and the planning factors used to prepare the budget for the next three years. However, Athletics is a much smaller department and so the impact of this budget has been less than what is experienced by the entire Student Services budget. The department of Athletics is seeking to increase the cost per credit in the upcoming three years. Given that the department has made some small adjustments particularly over the last nine years, the impact and depth of the increased fee is far less significant. In order to meet the burden of salary costs Recreation & Athletics is proposing to increase its fees by .25 per credit in the upcoming year, and by .07 and .08 per credit in subsequent years. There are no new staff positions therefore the increase is for operations as they currently are. There is however a contingency fund built into the budget. This fund would allow for the transition into Phase I, and perhaps Phase II of the new EV fitness center. The fund is equivalent to 8 % of the budget's increased expense (\$80, 000) and it is to ensure that the department would be able to outfit and provide the core infrastructure of the new EV fitness center. It may be premature at this point to think of the management of the fitness center given that the decision has not yet been made. However, Ms. Sheahan feels it is important for the department of Athletics to be prepared for that eventuality. Having this fund would provide additional support for the department of Athletics to manage the fitness facility. Ms. Sheahan indicated that if the question were to arise, Council's support for Athletics would be appreciated.

The department of Athletics uses a different general planning factor for the non-salary expenses than the Student Services sector because many activities take place off campus. Travel expenses, the cost of participating in athletic events, the cost of competing, referee costs, association costs, travel insurance, these fluctuate over the year. In the 2005-06 approved budget \$1.127 million was budgeted in the non-salary column. This year's actual expenditure will be less than one million dollars. This is due to compressions undertaken in Athletics to attain budget objectives. One example of a means of compression that this year the leases for the vehicles used in the department were retired and a sponsored vehicle is now available. In the department there is another form of flexibility in terms of generating revenue. The department is able to manage intake of revenue from the canteen, from gate receipts, from program registrations, from group

reservations. This allows a balance between what is earned from the fees and what can be earned by being entrepreneurial and resourceful. Athletics has included many innovative ways to manage expenses and generate revenue. This has allowed the department to keep the impact of an increase to a modest level.

Ms. Sheahan added that the sector benefits from a tremendous amount of support from other departments in the university and a case for the budget cannot be made without saying that our budget is also supported by in kind support from these departments. It is important to underline that Council is not alone in trying to make these budgets work.

Council discussed the contribution of non-credit courses to the student fees. It was explained that students taking non-credit courses in the department of Continuing Education benefit from Student Services in the same way as students taking credit courses. As such it was established five years ago that Continuing Education would make a contribution to the Student Services budget. This contribution is reflected as a source of revenue (the Continuing Education Grant). The contribution amount has been adjusted in the budget and it fluctuates with enrolments. The current year's contributions were projected at \$135,000 three years ago. Since that time, enrolments in Continuing Education have reduced significantly and consequently the grant has been adjusted to \$85,000. The grant is a one-year agreement, thus there may be annual adjustments to this grant.

Mr. Côté informed Council that there is another possibility for increased revenue in the creation of a School of General Education. This idea is based on an expectation that a number of courses offered by Continuing Education may become credit courses. If this were to occur it would be reflected in the revenue base as it would mean increased FTEs. For the moment the arrangement is that Continuing Education would make a contribution.

Council discussed how changing non-credit courses and establishing the School of General Education might impact the budget. Council was informed that it would be speculative at this point as the provisions are at the early stages. There are a number of academic curriculum issues to be finalized and it would take some time before such a change is implemented. The Chair indicated that judging by the events of the last Senate meeting a change in the curriculum is unlikely in the near future; certainly not for September 2006. In fact it is questionable whether the change would even occur in this budget term.

Council went into discussion over the budget and it was established that once the CCSL approved budget has been adopted by the BOG; Financial Services will be directed to implement the new fee. Student Accounts could begin collection in the summer semester. However, if the fee is not approved until May's meeting, the increase can only be applied to the fall semester. Council questioned whether CCSL revenues included the new student fees and agreed that it did. This was done in order to reflect a balanced budget rather than show a deficit. The BOG requires that budgets be balanced.

Council discussed other areas for potential increased revenues and was informed that there are revenue increases from other sources reflected in the budget. Departmental

revenues have been increased from \$174,000 to \$292,000. Health Services generates revenue through fees charged to Doctors. No other Student Services department is able to generate revenue. Recreation & Athletics is in a unique position when it comes to revenues. The revenues have been increased wherever possible. The university has increased its contribution to Student Services, and supports the sector directly or indirectly with a sum of \$1.3 million annually. This is for expenses for students that would otherwise be supported by Student Services and it comes from the Bookstore and Computer Stores for example.

Council also discussed the effects of the fee increase on Graduate students paying the Continuation fees. Council learned that Student Services fees do not affect students paying the Continuation fees.

The Chair circulated two motions to be passed:

Motion 1. Student Services and Dean of Students Budget 2006-2009

Be it resolved that CCSL accept the three-year budget presented to Council at the April 7th, 2006 Meeting (document attached). The budget will entail a Student Services fee of \$9.93 per credit for the 2006-07 fiscal year, of \$10.15 per credit for the 2007-08 fiscal year, and of \$10.46 per credit for the 2008-09 fiscal year.

At the end of the 2008-09 fiscal year the Student Services fee will be automatically renewed at the level of \$10.46 per credit, barring an increase in the fee approved by Council.

Motion 2: Recreation & Athletics Budget 2006-2009

Be it resolved that CCSL accept the three-year budget presented to Council at the April 7th, 2006 Meeting (document attached). The budget will entail a Recreation & Athletics fee of \$2.77 per credit for the 2006-07 fiscal year, of \$2.85 per credit for the 2007-08 fiscal year, and of \$2.92 per credit for the 2008-09 fiscal year.

At the end of the 2008-09 fiscal year the Recreation & Athletics fee will be automatically renewed at the level of \$2.92 per credit, barring an increase in the fee approved by Council.

A friendly amendment was suggested for the second paragraph of each motion to be changed to state the exact period for which the fee increase will be in effect. It was also suggested that the words "automatically renewed" be replaced by "renewed indefinitely".

Council took a 10-minute break.

Council reconvened and student representatives indicated that they feel that this is a major fee increase and have some concerns about the increase. Student reps appreciated having all of their questions answered and indicated that while they understand the financial needs of the Student Services sector, they require more time to meet with their members before voting on the budget. Student reps requested that Council wait until the

CCSL meeting of May to vote on the Student Services and Dean of Students budget proposals.

A lengthy discussion ensued. The Chair elaborated that the second paragraphs of each motion were added because at the end of the current fiscal year the Student Services and Recreation and Athletics fees expire. There will be a loss of revenue as there will be no fees to collect during the summer. If the current fees expire and a decision on the new fees is made in the month of May, the new fees cannot be assessed for summer credits. The current fees have an end date and legally we are not allowed to collect any fees after that date. There is a clause in the fee policy that states that fees cannot be increased once the school term begins. It was suggested that Council make a motion to extend the current fee for the summer months and decide on the new fees in May. The student representatives stated they were prepared to approve the Recreation and Athletic fee increase with the changes to the second paragraph.

Student representatives indicated discomfort with the word “indefinitely” in the second paragraph of the motion and suggested instead that the motion reads, “fees will be reviewed at the end of the 3 year term”. It was reiterated that CCSL could make revisions to the budget at any time during the budget term. Council agreed that the most pressing item is finding a revenue base for the summer session.

Council continued to debate the wording of the second paragraph and it was established that the motion be worded to include “per credit beginning with or effective for...” It was also established that if there are no fees collected during the summer the Student Services budget would be in deficit and would cause the sector to have to cut back on services to students. It was suggested that the student fees remain the same for the summer and be increased as of September 2006. Council was informed however that if the fees are collected as of September only, the rate of the fee would have to be increased so that there can be recuperation of income lost during the summer session. It was made clear that the fees for September and January semester would be higher than the proposed \$ 3.03 increase.

Staff reps indicated that they would not be able to do their jobs well with another budget cut. It was suggested that Council request more support from the university. The Chair indicated that this was possible, however in the interim Student Services is still facing a deficit as of June 1 and Council needs to address a source of revenue and prepare for the BOG meeting on April 12th.

Council agreed that the budget is merely a projection of expenses and that if there were to be more funding CCSL could adjust the budget. However student reps felt that there is increased reliance on student fee increases and less willingness to lobby the government.

After a lengthy discussion Council was cautioned that there is need for quick action to cover other aspects of the budget. It was suggested that Council approve the budget with conditions. The conditions would be to look at the current financial situation, assess what services are required and research new sources of revenue. The real issue at hand is finding other sources of revenue.

Council agreed to take a five minute recess and to return to discuss: postponing the adoption of the budget and accept the financial consequences of no fees in the summer and increased fees in the Fall and Winter; or adopting the budget as it is now and have the Chair and Mr. Côté explain the fee increase to the student constituency.

Council was obliged to reconvene in room H 767 as room H 769 was reserved by another party.

Council reconvened and student reps stated that they would like to wait to adopt the Student Services budget, but they would vote immediately on passing the Recreation and Athletics Budget. Ms. Sheahan indicated that she would like to proceed with the proposed increase to the BOG meeting. Council agreed to delete the second paragraph of the motion and to indicate the fee increase at \$ 2.92 per credit with an end date.

The following motion to approve the increased Recreation and Athletics fee was made by Ms. Sheahan and seconded by Mr. Moran:

Be it resolved that CCSL accept the three-year budget presented to Council at the April 7th, 2006 Meeting (document attached). The budget will entail a Recreation and Athletics fee of \$ 2.77 per credit for the 2006-07 fiscal year, of \$2.85 per credit for the 2007-08 fiscal year, and of \$2.92 per credit for the 2008-09 fiscal year.

The motion was carried: 18 favor 1 opposed 0 abstentions.

Council discussed the wording of a new motion to continue to collect current student fees and agreed to the following:

Be it resolved that CCSL accepts to extend the collection of the Student Services fee at \$ 6.90 per credit for the 2006/07 fiscal year pending recommended changes of the CCSL meeting of May 5th, 2006.

Moved by Mr. Schiefke, seconded by Ms. Reimer.

The motion was carried unanimously.

6. STUDENT LIFE ISSUES

6.1 CCSL Awards

The Chair informed Council that the invitations for the CCSL awards have been sent out. There will be a small reception on April 11th and the Chair hopes to see Council there.

6.2 Student Elections

Mr. Rosenshein indicated that there was an overwhelming voter turnout for this year's elections; it was the highest ever. The Experience slate won the election by 571 votes.

Ms. Shaffer indicated that the GSA also had record voter turnout using online voting. There was a referendum on the Frigo Vert membership fee levy. Ms. Hedrich offered to help student groups with the wording of their resolutions for presentation to the BOG.

6.3 SGW RECREATION & ATHLETICS FACILITY

Ms. Sheahan indicated that the hard construction for Phase I of the new fitness facility will be complete by next weekend. The soft installations will be done later. She will report at the May meeting. Things are progressing well overall.

The term of the lease for the Victoria Gym facility was extended until June 15th, 2006.

7. NEW BUSINESS

There was no new business to report.

8. NEXT MEETING

The next meeting will be held on Friday May 5th, 10:00 am at H 769.

9. TERMINATION OF MEETING

A motion to adjourn the meeting was made by Mr. Rosenshein and seconded by Mr. Schiefke.

The motion was carried unanimously.